

**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**THURSDAY, JANUARY 12, 2023 (6PMish) Via Zoom**  
**(Subject to Board's Approval)**

**Board Members present:** Colin Smith, Tamara Simmons, Chris Hall, Joe Mora & Owen Roth.  
**Owners present:** Carol-Lynn Steinhoff, Ashley Brocco, Filip Milo, Teresa Stiff, Craig Nicholson, Kathy Leyva, Robert Bomagat, Tyler Valderrama, Mark Robertson, Alison Cerezo, & Karen Mullin.  
**Management Present:** Robert Bartlein, James Nguyen and Javier Magana (Scribe).

Board received and accepted Matt Mora's resignation, effective immediately, from taking care of the lights, gates, minutes, and website.

**1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM - (election of officers; Appt Inspector of Elections) (7:09PM)**

- Colin nominates Tom Doty to be Inspector of Elections pending his acceptance. Joe seconds. All in favor. Unanimously approved.
- Chris Hall nominates Kathy Leyva to be inspector of elections if Tom declines or is unable to serve. Kathy accepts the nomination. Chris moves. Colin seconds. All in favor. Unanimously approved.
- The meeting to hold the election and count the ballots, if sufficient ballots are received, is scheduled for 2/23/23 at 6PM via Zoom

**2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote... None**

**3. APPROVAL OF PRIOR MEETING MINUTES / Summary of Executive Session (12/8/22 )**

Chris moves to approve the regular meeting minutes. Colin seconds. All in favor. Unanimously approved.

Colin moves to approve the executive minutes. Owen seconds. All in favor. Unanimously approved.  
The executive meeting was held for disciplinary purposes

**4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)**

Operating Expenses are about 4.8+% above budget thru end of last month on cash basis

Res. Expenditures for last month: Painting; fence along Hollister;

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

- Colin moves to approve the treasurer's report along with the above statement. Tamara seconds. All in favor. Unanimously approved.
- Landscape recommendations & proposals; Lighting review: None

Committees:

Gym – It was discussed during the annual meeting

Sunshine-solar; Website; Social; Gov Docs – discussed during the annual meeting.

**Vendor evaluation:**

- i. Tamara thanked Joe for his help in dealing with a leak.
- ii. Colin makes “motion of merit” to Action Tree for their help removing the eucalyptus tree that fell over to the train tracks side. Joe seconds. All in favor. Unanimously approved.
- iii. Colin makes motion to thank Matt for his years of service. Tamara seconds. All in favor. Unanimously approved.

**5. OLD BUSINESS (Board to consider, review and possibly vote on...)**

- a. #259 cig smoke odor seepage / reroute vent - Beachside will schedule.
- b. #127 HVAC split system – Joe moves to approve upon receipt of specifications. Chris seconds. Motions carries 4-0. Tamara abstains.
- c. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any)
- d. Updating the gov docs; 2<sup>nd</sup> draft of bylaws & CC&Rs received back from attys; pipes; utility doors
  - Owen moves to schedule a meeting for 2/4/23 at 10AM to discuss updating the CC&RS. The hybrid meeting will be held in the meeting room at 7610 Hollister Ave along with a zoom connection. All in favor. Unanimously approved.
- e. 7632 foundation work re : #245, 247, 248 sloping floor; Saber surveyed; Van Sande Eng.; Beachside; permit fee paid & received yesterday – revised cost of project is \$53,677.00 Colin moves to approve. Tamara seconds. All in favor. Unanimously approved.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; Roofs (if any) - None
- g. Pool facilities & sauna; other related issues; monitoring – None
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool – quote from Freedom Signs – Owen to get a new quote for signs.
- i. EV charging station – Discussed during the Annual Meeting. Tamara will get quotes for the Board’s consideration.
- j. List from Bill Rauch & Independent vendor for maintenance; Maintenance person & tracking – James explained that Gary Palmer is available to walk the grounds or with a Board member once a week to deal with small repairs throughout the development.
  - Chris moves to hire Gary Palmer to make small repairs on an as-needed basis. Tamara seconds. All in favor. Unanimously approved.
- k. Inspection of elevated walkways & balconies – James spoke about Focused Inspection Group, a firm specializing in balcony and elevated walkway inspections & will provide the board with some quotes so the Association can be in compliance with state law.

**6. NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. Locks for the pedals (front gates) – Colin moves to approve installing a combo lock on the gate pedals to prevent tampering. Tamara seconds. All in favor. Joe will install locks.
- b. Agenda & minutes: preparation & delivery for board meetings – James will email a “preliminary agenda” to Colin Smith the Friday before the scheduled meeting so Colin can have time to prepare his meeting slides.
- c. Tree leaning from RR side by 7610 – No discussion
- d. Statement of Information – Annual disclosure about Bartlein & Company Inc. and its officers distributed to the Board. The Board acknowledges receipt of the document.
- e. Recording liens - None
- f. Other items to be put on next month’s agenda - None

**7. EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3<sup>rd</sup> parties, member discipline, personnel, upon an owner’s request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) small claims; pay roll

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT (Scheduled meeting 2/23/23 @ 6PM via Zoom)** - Meeting adjourned to Executive session at 8:11PM (possible disciplinary action).

1/24/23

Submitted by Javier Magana, Bartlein & Company, Inc.